

**Information Notes**  
**Application for Licence for Possession / Addition of Arms (Individual)**

**Notes for applicant**

- When considering an application, the Commissioner of Police (“the Commissioner”) shall, in addition to any other matter that he may reasonably take into consideration, have regard to-
  - a. whether the applicant is a fit and proper person to be granted a licence, such as:
    - i. whether he has any criminal record;
    - ii. whether he has any medical history which may affect his ability of handling the arms and ammunition under application; and
    - iii. whether his physical and mental conditions are considered suitable.
  - b. whether there is good reason for that applicant to hold a licence; and
  - c. whether it is objectionable, for reasons of public safety and security, to grant the licence to that applicant.
- An application may normally be considered only if:
  - a. you are currently a member of a local shooting / subaqua / crossbow / sports club;
  - b. you are recommended by your Club to possess the arms under application;
  - c. you have legitimate need to possess the arms under application; and
  - d. the arms under application is to be used only for the purposes of recreation, sport and competition.
- You should produce a “Recommendation” from a responsible officer of your shooting / subaqua / crossbow / sports club to support your application.
- Prior written approval from the Director of Agriculture, Fisheries and Conservation (“AFCD”) is required if the arms under application are for hunting purposes under the Wild Animals Protection Ordinance (Chapter 170). A copy of such approval should be attached to this application form.
- When applying for additional arms, you should provide full justification and information for the proposed addition and detailed records of the use of the existing arms.
- Applicants will be required to undertake and pass an arms handling test arranged by the Police Licensing Office.

**Documents to be submitted by applicant**

- You are required to submit, together with this application, the following documents as appropriate:
  - a. 2 recent full face photographs (4cm x 5cm) ;
  - b. a copy of your Hong Kong Identity Card;
  - c. a duly completed recommendation form;
  - d. 2 copies of the catalogue of the arms under application;
  - e. a copy of the membership card of your club;
  - f. related shooting/training records; and
  - g. an agreement from an approved armoury for the provision of storage service to the arms under application.
- You must sign on each copy of the supporting documents to confirm authenticity.

**Completion of form**

- This form shall be completed in Chinese or English (block letters).
- Application forms can be downloaded from Police Website <http://www.police.gov.hk>.
- You are advised to read the Firearms and Ammunition Ordinance (Cap. 238) in particular Part IV thereof. Copy of the Ordinance is available from the Government Publications Centre and on the Internet <http://www.legislation.gov.hk>.

**Application and enquiries**

- Applicants are required to submit *in person* the completed application form together with the duly signed supporting documents to -

Arms Licensing Section Police Licensing Office 12/F., Arsenal House Police Headquarters 1 Arsenal Street Wanchai, Hong Kong	Telephone no. : 2860 6538 Fax no. : 2200 4323 Office hours : Mondays – Fridays	9 a.m. to 1 p.m. 2 p.m. to 5:45 p.m.  Saturdays/Sundays/Public Holidays Closed
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- If you have any enquiries or need more information about the application procedure, please contact the Arms Licensing Section of Police Licensing Office by telephone or by fax or by email : [arms-licensing@police.gov.hk](mailto:arms-licensing@police.gov.hk).
- We pledge to complete processing of an application within 24 working days upon receipt of **ALL** the required documents and information. Our pledge depend much on the quality of information provided in your application and if insufficient information is supplied, this will affect the time required to process your application.

**Issue/Amendment of licence**

- Upon approval of the application, you are required to pay the prescribed fee within 3 months. Otherwise a fresh application will be required.

**Terms and conditions of licence**

- Licence granted is subject to terms and conditions.
- Licensee who fails to comply with any term or condition of the licence commits an offence under Section 23 of the Firearms and Ammunition Ordinance, Cap. 238.

## Criminal records

- You should include full details of all convictions in your application. No conviction will be regarded as 'spent'. The provisions under section 2 of the Rehabilitation of Offenders Ordinance (Cap. 297) do not by reason of section 4 of that Ordinance apply to proceedings related to a person's suitability to be granted or to continue to hold a licence.

## Fees

- Licence for Possession
  - Amendment/Replacement of Licence
- } Please refer to the "Arms Licences Fees Table" at Police Website  
<http://www.police.gov.hk>.

## Shroff office

Shroff Office 11/F., Arsenal House Police Headquarters 1 Arsenal Street Wanchai, Hong Kong	Office hours	: Mondays – Fridays	9 a.m. to 1 p.m. 2 p.m. to 5 p.m.
		Saturdays/Sundays/Public Holidays	Closed

### Payment Method:

- Cash;
- Cheques, Drafts and Cashiers Orders should be made payable to "The Government of the Hong Kong Special Administrative Region" or "The Government of the HKSAR" and crossed;
- Octopus (add value service will not be provided).

## Statement of Purpose – Purpose of collection of personal data

- The personal data provided by means of this form will be used by the Commissioner for processing applications/updating record/conducting all kinds of present and subsequent investigations/enforcing licensing conditions in connection with arms licences and/or exemption and/or authorization and/or approval under the Firearms and Ammunition Ordinance, Cap. 238.
- The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your applications/update your record.
- Any material falsification or omission of information may result in the Commissioner's refusal to give approval.

## Classes of Transferees

- The personal data provided by means of this form may be disclosed to other government departments and public or private organizations for the purposes mentioned above.

## Access to personal data

- You have a right of access and correction with respect to personal data as provided for in Section 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Cap. 486. Your right of access included the right to obtain a copy of your personal data provided by means of this form subject to a payment of a fee.
- Enquiries concerning the personal data collected by means of this form, including the making of access and corrections, should be addressed to Executive Officer (Licensing), Police Licensing Office, 13/F., Arsenal House, Police Headquarters, 1 Arsenal Street, Wanchai, Hong Kong (Telephone no.: 2860 6527 / Fax no. 2200 4322).

## Warning

- Under Section 47 of the Firearms and Ammunition Ordinance, Cap. 238, any person who makes any statement which he knows to be false or misleading, or recklessly makes any statement which is false, in a material particular for the purpose of procuring, whether for himself or another, the grant, renewal or amendment of a licence, or the grant of an exemption commits an offence and is liable to imprisonment for 2 years.
- Under the Prevention of Bribery Ordinance, Cap. 201, it is an offence for any person to solicit, offer or accept any advantage including money and gifts in connection with the processing of any application.